

## Application Form#

(For booking of Seminar Room/Academic Auditorium/ Canteen  
Lawn / Library Lawn / Parking Lot-2\*)

(1) Name of the Department / Society:	
(2) Venue for the conduct of Event / Festival: <i>(Select from Seminar Room/Academic Auditorium/ Canteen Lawn / Library Lawn /Parking Lot-2*)</i>	
(3) Date and Time of Booking: <i>(Check the dates and time slot available)</i>	
(4) Duration of Booking: <i>(See the time slot available)</i>	.....to.....
(5) Purpose of the Booking: <i>(Clearly mention the name of the Event/ Festival, etc.)</i>	
(6) Name and Contact number of Teacher-in-Charge / Staff Advisor / Convener / Officer-in-charge:	Name:  (Contact. No..... )
(7) Name of the Invited Speaker <i>(if any)</i> :	
(8) Affiliation / Designation of the Invited Speaker <i>(if any)</i> :	
(9) Title of the Invited Lecture <i>(if any)</i> :	
(10) Provide the Name of <b><u>TWO FACULY MEMBERS</u></b> from the Concerned Department / Society, who will be present throughout the Festival/Event:	
(i) Name of Faculty member (1):	Signature:
(ii) Name of Faculty Member (2):	Signature:

#Note: (a) Freshers party / Farewell party can be held after 3:00 PM and allowed upto 5:00 PM only, (b) Sound system / Public address system is **NOT** allowed before 3:00 PM at the place of the event, (c) **Advance Booking** of the Event/ Festival place must be done, (d) Banners are allowed only at the designated places by the College, (e) DJ/ Fashion Show / Rain dance is (are) **NOT ALLOWED** during the Event/Festival, (f) After 3:00 PM the sound system may be allowed with lowest decibels (volume intensity) **in the presence of atleast two faculty members**. \* *Parking Lot-2 will be allocated only if Canteen Lawn / Library Lawn is (are) not available.*

(Signature)  
Office Staff

(Signature)  
Staff Advisor /Convener/ Teacher-in-Charge/Officer-in-Charge